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**REPORTS ON INTER-SESSIONAL ACTIVITIES**

**FURTHER WORK CONCERNING LEAST DEVELOPED COUNTRIES**

**Institutional development needs**

**Note by the secretariat**

**CONTENTS**

|                                                 | <u>Paragraphs</u> | <u>Page</u> |
|-------------------------------------------------|-------------------|-------------|
| I. MANDATE .....                                | 1-2               | 2           |
| II. SCOPE .....                                 | 3                 | 2           |
| III. COMPILATION OF INFORMATION .....           | 4-11              | 2           |
| A. Institutional setting .....                  | 4                 | 2           |
| B. Negotiating and language skills .....        | 5                 | 3           |
| C. Information technology .....                 | 6-11              | 3           |
| IV. ESTIMATION OF FUNDING NEEDS .....           | 12-16             | 4           |
| A. Information technology needs .....           | 12                | 4           |
| B. Negotiating and language skills needs .....  | 13-14             | 4           |
| C. Preliminary estimate for funding needs ..... | 15-16             | 5           |
| V. COMPILATION OF DATA .....                    |                   | 6           |

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## **I. MANDATE**

1. The Conference of the Parties, at the first part of its sixth session, recommended that the least developed country (LDC) Parties provide information on their basic institutional needs for strengthening and, where needed, establishing national climate change secretariats/focal points, as well as on their training needs in negotiating skills and language, in order to develop the capacity for effective participation in the climate change process. The deadline for such submissions was 15 February 2001 (FCCC/CP/2000/5/Add.2, para. 6 (c)).

2. The Conference further recommended that the secretariat compile the information received under paragraph 1 above, and provide a preliminary estimate of the amount of funding needed to implement the above-mentioned activities, for consideration by the subsidiary bodies at their fourteenth sessions (FCCC/CP/2000/5/Add.2, para. 6 (d)).

## **II. SCOPE**

3. Submissions were received from 29 Parties. The current document presents this information in tabular form, in order to enhance clarity and comparability. It should be noted that this document does not address the modalities of the provision of funding nor the administration of such funds to address the needs contained herein. This document is divided into two sections: the first section (III below) includes a compilation of the information received, while the second section (IV below) provides an indicative estimate of funding that would constitute a first step in addressing the institutional needs of the 46 LDC Parties to the UNFCCC. Although 17 LDC Parties did not provide submissions to the secretariat on this issue, an assumption was made that such needs would be communicated at a later phase, and this was taken into account in estimating the total funding needed.

## **III. COMPILATION OF INFORMATION**

### **A. Institutional setting**

4. All Parties reported having a national climate change focal point, which forms part of a governmental framework institution, for example, the Ministry of Environment. Six Parties reported that their climate change unit comprised one or two individuals responsible for coordinating the negotiations. Fifteen Parties reported having units containing three-six persons, four Parties reported having units with six-ten persons and four Parties with units of more than ten persons. In those cases where more than six persons formed the unit, some staff (three persons) were professionals who were employees of other entities who dealt with climate change as part of an inter-institutional collaborative effort, while the rest were administrative. In effect, all Parties reported that only one or at most two persons were involved in the actual UNFCCC negotiation process. Most Parties indicated that, in view of the increasing workload and meetings under the climate change process, more staff was needed for the negotiations.

## **B. Negotiating and language skills**

5. All respondents indicated a need for improving negotiating skills of current negotiators in the UNFCCC process, as well as those of potential future negotiators in their climate change units. In this regard, while two persons were often cited as negotiators, the number requiring training varied between two and five (see table 1). Four Parties requested training for 8-15 persons. Those Parties whose mother tongue is not English (see table 2) indicated the need for English language training geared towards the negotiations, especially as climate change was a relatively new area and that international negotiations in this area require special language capacities. Some Parties explained that many in-session documents were produced in English only and that this, in addition to the fact that all contact group sessions are conducted in English, added to the need for English language skills.

## **C. Information technology**

### **Hardware**

6. Table 3 contains a list of the computer hardware currently available to the LDC Parties which reported on their existing information technology and their needs. Most countries reported having only one or two computers available in their climate change units. Computers running on Pentium II processors were the most reported by Parties. Only one Party reported the availability of a Pentium III computer. Computer speed, memory and age varied. One Party (Tuvalu) reported computer processor speeds as low as 33 MHz while another Party (Samoa) reported 800 MHz. Computer memory varied between 16 megabytes and 128 megabytes. Hard disk capacity varied between 540 megabytes and 13.5 gigabytes. Most computers ranged between 2 and 4 years of age.

7. Additional computer needs ranged from one to six computers, mainly to replace existing computers which are reported as being slow and unable to run current applications and models or to download documents from the Web. Parties indicated that the speed and capacity of most of these computers, as well as the slow Internet connections, did not facilitate downloading large files, including documents issued by the UNFCCC secretariat.

### **Software**

8. While most Parties reported that they had word processing software, they specified the need for standard productivity software such as MS Office, MS Access, ER Mapper, Cosmic, Adobe Acrobat, Corel Draw and Foxpro. Others mentioned that specialized climate change software, such as DDSAT 3 for the assessment of impacts of climate change on crop production, WATBAL and CLIRUN for the assessment of impacts of climate change on hydrology and water resources and SPUR2 for the assessment of impacts of climate change on rangeland and livestock, would also be useful in conducting assessments related to the climate change process.

### **Peripherals (printers and fax machines)**

9. Most Parties reported that the printers and fax machines used by the climate change unit belong to and were shared with the ministry or institution where these units are housed. Most (see table 4) reported having one printer while others such as Angola, the Republic of the

Gambia and Madagascar reported having five, six and ten printers respectively. Burkina Faso, Cambodia and Uganda reported having no printers available in their climate change units. Myanmar has one printer but requested a scanner.

10. Eleven Parties (see table 4) reported that a fax machine is not available in their climate change unit and requested one each. All other Parties had one machine each, which they reported as being sufficient for their use, but expressed the desire to have them replaced as most of them were more than four years old.

#### **Internet**

11. The average Internet connection set up cost reported by Parties varied between US\$ 50 and US\$ 2,000, while the average monthly cost for using the Internet varied between US\$ 40 and US\$ 1,073 (see table 5). The costs of setting up and running an Internet connection are high in most cases. Parties mentioned that adequate Internet connectivity is important for accessing UNFCCC documents and documentation related to climate change workshops and meetings of experts, as well as for accessing other information from relevant Web sites, such as those of the Intergovernmental Panel on Climate Change (IPCC), the Food and Agriculture Organization (FAO), and the World Health Organization (WHO). Parties noted that as a result of the high cost of Internet use, they have become more dependent on fax machines.

### **IV. ESTIMATION OF FUNDING NEEDS**

#### **A. Information technology needs**

Estimated cost of providing each LDC Party with IT equipment: US\$ 285,000

12. The estimated cost for providing a Party with one computer equipped with a laser printer, a modem for Internet connection, various software packages and a fax machine is approximately US\$ 6,200. Costs in the Fonds francophone des inforoutes project<sup>1</sup> between L'Agence Internationale de la Francophonie and the UNFCCC secretariat have been used to prepare these estimates. This amount includes shipping costs but excludes country support services.

#### **B. Negotiating and language skills needs**

Estimated cost of conducting a workshop for negotiating skills: US\$ 184,000

13. Estimates are based on costs from previous activities, assuming that there is one representative from each of the 46 least developed country Parties in addition to the resource persons and organizers. The estimate is based on an indicative total cost of US\$ 4,000 per negotiator which includes travel, accommodation, per diem, organization costs, material and report preparation and distribution, and fees for the resource people who will provide expertise throughout the duration of the workshop as well as in preparing the presentations and simulations.

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<sup>1</sup> This project, still in its assessment (pilot) phase, envisages the provision of funding for IT resources and Internet connection for UNFCCC National Focal Points in 5 Francophone countries (all of which are LDCs) participating in the project. An "operating entity" is being sought for this project.

Estimated cost of a workshop on language skills for non-English speaking LDC negotiators :  
US\$ 104,000

14. Cost estimates are based upon costs from previous activities. It is assumed that there is one representative from each of the non-English speaking least developed country Parties: 26 negotiators, in addition to the resource persons and organizers. The total cost of US\$ 4,000 per negotiator is used which includes travel, accommodation, per diem, organization costs, material and report preparation and distribution, and fees for the resource people who will provide expertise throughout the duration of the workshop as well as in preparing the presentations and simulations.

**C. Preliminary estimate of funding needed**

15. Based on the assumptions made in this document on what would constitute a first step in addressing the institutional needs of the least developed countries, costs would amount to US\$ 573,000. These include the following:

- Cost of providing one computer (hardware and software) to 46 LDC Parties:  
US\$ 285,000
- Cost of one workshop for negotiating skills for all LDC Parties: US\$ 184,000
- Cost of one workshop for language skills of non-English speaking LDC Parties:  
US\$ 104,000

16. While the above estimate constitutes only one of many possible scenarios for a first step in addressing the institutional needs of the least developed countries, the Subsidiary Body for Implementation may wish to recommend further action as deemed necessary.

## V. COMPILATION OF DATA

**Table 1. Negotiating skills needs**

| NEGOTIATING SKILLS NEEDS         |                                                              |
|----------------------------------|--------------------------------------------------------------|
| COUNTRY                          | Number of negotiators in need of negotiating skills training |
| Angola                           | 2                                                            |
| Benin                            | 2                                                            |
| Bhutan                           | 4                                                            |
| Burkina Faso                     | 2                                                            |
| Burundi                          | 5                                                            |
| Cambodia                         | 5                                                            |
| Central African Republic         | 2                                                            |
| Comoros                          | 3                                                            |
| Democratic Republic of the Congo | 5                                                            |
| Djibouti                         | 2                                                            |
| Eritrea                          | 10                                                           |
| Ethiopia                         | 10                                                           |
| The Gambia                       | 15                                                           |
| Haiti                            | 4                                                            |
| Kiribati                         | 3                                                            |
| Lao People's Democratic Republic | 5                                                            |
| Madagascar                       | 4                                                            |
| Mali                             | 8                                                            |
| Mauritania                       | 4                                                            |
| Mozambique                       | 3                                                            |
| Myanmar                          | 5                                                            |
| Niger                            | 1                                                            |
| Samoa                            | 3                                                            |
| Sao Tome and Principe            | 3                                                            |
| Tuvalu                           | 3                                                            |
| Uganda                           | 1                                                            |
| United Republic of Tanzania      | 4                                                            |
| Yemen                            | 2-4                                                          |
| Vanuatu                          | 4                                                            |

*Source:* Submissions by Parties

**Table 2. English language training skills needs**

| <b>ENGLISH LANGUAGE TRAINING SKILLS NEEDS</b> |                                                                   |
|-----------------------------------------------|-------------------------------------------------------------------|
| <b>COUNTRY</b>                                | <b>Number of negotiators in need of English language training</b> |
| Angola                                        | 2                                                                 |
| Benin                                         | 2                                                                 |
| Burkina Faso                                  | 2                                                                 |
| Burundi                                       | 4                                                                 |
| Cambodia                                      | 5                                                                 |
| Central African Republic                      | 2                                                                 |
| Comoros                                       | 3                                                                 |
| Democratic Republic of the Congo              | 5                                                                 |
| Djibouti                                      | 2                                                                 |
| Haiti                                         | 4                                                                 |
| Kiribati                                      | 3                                                                 |
| Lao People's Democratic Republic              | 5                                                                 |
| Madagascar                                    | 4                                                                 |
| Mali                                          | 8                                                                 |
| Mauritania                                    | 4                                                                 |
| Mozambique                                    | 3                                                                 |
| Myanmar                                       | 5                                                                 |
| Niger                                         | 1                                                                 |
| Sao Tome and Principe                         | 3                                                                 |
| Yemen                                         | 2-4                                                               |

*Source:* Submissions by Parties

**Table 3. Information technology needs/hardware**

| INFORMATION TECHNOLOGY NEEDS/ HARDWARE |           |                      |                 |           |           |         |               |
|----------------------------------------|-----------|----------------------|-----------------|-----------|-----------|---------|---------------|
| COUNTRY                                | Computers |                      |                 |           |           |         |               |
|                                        | Available |                      |                 |           |           |         | Number Needed |
|                                        | Number    | Processor Type       | Processor Speed | Memory    | Hard Disk | Age     |               |
| Angola                                 | 4         | n.a.                 | n.a.            | n.a.      | n.a.      | n.a.    | 1             |
| Benin                                  | 1         | n.a.                 | n.a.            | n.a.      | n.a.      | 2 years | 4             |
| Bhutan                                 | n.a.      | n.a.                 | n.a.            | n.a.      | n.a.      | n.a.    | 4             |
| Burkina Faso                           | 1         | Pentium II           | 266 MHz         | 32 MB     | 4.3 GB    | 2 years | 3             |
| Burundi                                | 2         | Pentium II           | n.a.            | n.a.      | 4.2 GB    | 4 years | 4             |
|                                        |           | Desktop <sup>1</sup> | 16 bit          | n.a.      | n.a.      | 6 years |               |
| Cambodia                               | None      | n.a.                 | n.a.            | n.a.      | n.a.      | n.a.    | 5             |
| Central African Republic               | 2         | Pentium              | n.a.            | n.a.      | n.a.      | 4 years | 3             |
|                                        |           | Pentium MMX          | 233 MHz         | n.a.      | n.a.      | 3 years |               |
| Comoros                                | 1         | Pentium II           | n.a.            | 32 Mb     | n.a.      | 2 years | 3             |
| Democratic Republic of the Congo       | 1         | Pentium              | 360 MHz         | n.a.      | 4 GB      | 3 years | 3             |
| Djibouti                               | 1         | Pentium II           | 350 MHz         | 64 MB     | 2 GB      | 2 years | 2             |
| Eritrea                                | 1         | Pentium III          | n.a.            | 128 MB    | 13.5 GB   | n.a.    | 6             |
| Ethiopia                               | 2         | Pentium I            | 133 MHz         | 64 MB     | n.a.      | 4 years | 5             |
| Gambia                                 | 7         | Pentium laptop       | 300 MHz         | 64 MB     | 4 GB      | 2 years | 11            |
|                                        |           | Pentium (5) 486      | n.a.            | n.a.      | 8 GB      | 1 year  |               |
|                                        |           |                      | n.a.            | 16 MB     | 540 MB    | 7 years |               |
| Haiti                                  | 3         | Pentium II           | 266 MHz         | 64 MB ram | n.a.      | 3 years | 5             |
|                                        |           | (2) Pentium notebook | 200 MHz         | 32 MB     | n.a.      | 3 years |               |
|                                        |           |                      |                 |           |           |         |               |
| Kiribati                               | 1         | n.a.                 | n.a.            | n.a.      | n.a.      | n.a.    | 1             |
| Lao People's Democratic Republic       | 2         | Pentium I            |                 | 16 MB     | n.a.      | 7 years | 3             |
| Madagascar                             | None      | n.a.                 | n.a.            | n.a.      | n.a.      | n.a.    | 5             |
| Mali                                   | None      | n.a.                 | n.a.            | n.a.      | n.a.      | n.a.    | 5             |
| Mauritania                             | 2         | n.a.                 | n.a.            | n.a.      | n.a.      | n.a.    | 3             |
| Mozambique                             | 1         | Pentium II           | 350 MHz         | 32 MB     | n.a.      | 2 years | 2             |

n.a. indicates data not included in submissions

<sup>1</sup> Processor type not indicated

**Table 3. Information technology needs/hardware (continued)**

| INFORMATION TECHNOLOGY NEEDS/ HARDWARE |           |                      |                 |        |                |         |               |
|----------------------------------------|-----------|----------------------|-----------------|--------|----------------|---------|---------------|
| COUNTRY                                | Computers |                      |                 |        |                |         |               |
|                                        | Available |                      |                 |        |                |         | Number Needed |
|                                        | Number    | Processor Type       | Processor Speed | Memory | Hard Disk      | Age     |               |
| Myanmar                                | 1         | Pentium              | 133 MHz         | 16 MB  | 1607 MB        | n.a.    | 3             |
| Niger                                  | 1         | Desktop <sup>1</sup> | n.a.            | n.a.   | n.a.           | 3 years | 2             |
| Samoa                                  | 2         | Desktop <sup>1</sup> | 800 MHz         | n.a.   | 9.75 + 9.29 GB | 3 years | 2             |
|                                        |           | Laptop K6            | 200 MHz         | n.a.   | 4.02 GB        | 3 years |               |
| Sao Tome and Principe                  | 1         | Pentium II           |                 | 64 MB  | n.a.           | 4 years | 2             |
| Tuvalu                                 | 2         | 386                  | 33 MHz          | n.a.   | n.a.           | 4 years | 4             |
|                                        |           | 386                  | 32 MHz          | n.a.   | n.a.           | 1 year  |               |
| Uganda                                 | None      | n.a.                 | n.a.            | n.a.   | n.a.           | n.a.    | 3             |
| United Republic of Tanzania            | 1         | n.a.                 | 120 MHz         | 24 MB  | 1.5 GB         | 4 years | 4             |
| Yemen                                  | 2         | Laptop               | n.a.            | n.a.   | n.a.           | n.a.    | 7             |
|                                        |           | Desktop              | n.a.            | n.a.   | n.a.           | n.a.    |               |
| Vanuatu                                | 1         | Celeron              | n.a.            | n.a.   | n.a.           | n.a.    | 2             |

Source: Submissions by Parties

n.a. indicates data not included in submissions

<sup>1</sup> Processor type not indicated

**Table 4. Information technology needs (printers and fax machines)**

| <b>INFORMATION TECHNOLOGY NEEDS</b> |                  |             |                     |             |
|-------------------------------------|------------------|-------------|---------------------|-------------|
| <b>Printers and fax machines</b>    |                  |             |                     |             |
| <b>COUNTRY</b>                      | <b>Printers</b>  |             | <b>Fax machines</b> |             |
|                                     | <b>Available</b> | <b>Need</b> | <b>Available</b>    | <b>Need</b> |
| Angola                              | 5                | n.a.        | 1                   | n.a.        |
| Benin                               | 1                | 4           | none                | n.a.        |
| Bhutan                              | n.a.             | 2           | 1                   | 1           |
| Burkina Faso                        | enough           | 3           | 1                   | n.a.        |
| Burundi                             | 1                | 4           | 1                   | n.a.        |
| Cambodia                            | none             | 2 to 3      | none                | n.a.        |
| Central African Republic            | 2                | 3           | 1                   | 1           |
| Comoros                             | 1                | 3           | none                | n.a.        |
| Democratic Republic of the Congo    | 1                | 2           | 1                   | 1           |
| Djibouti                            | 1                | 2           | none                | n.a.        |
| Eritrea                             | 2                | 6           | 1                   | n.a.        |
| Ethiopia                            | 1                | 2           | none                | n.a.        |
| Gambia                              | 6                | 11          | 1                   | 1           |
| Haiti                               | 3                | 5           | 1                   | n.a.        |
| Kiribati                            | 2                | n.a.        | 1                   | n.a.        |
| Lao People's Democratic Republic    | 2                | 3           | none                | 1           |
| Madagascar                          | 10               | 5           | 1                   | 1           |
| Mali                                | 5                | 5           | 1                   | n.a.        |
| Mauritania                          | 1                | 3           | 1                   | 1           |
| Mozambique                          | 1                | 2           | 1                   | n.a.        |
| Myanmar                             | 1                | 3           | 1                   | n.a.        |
| Niger                               | 3                | 2           | 1                   | n.a.        |
| Samoa                               | 1                | 2           | 1                   | n.a.        |
| Sao Tome and Principe               | n.a.             | 2           | 1                   | n.a.        |
| Tuvalu                              | 1                | 3           | none                | n.a.        |
| Uganda                              | none             | 2           | 1                   | 1           |
| United Republic of Tanzania         | 1                | 3           | none                | n.a.        |
| Yemen                               | 2                | 1           | none                | 1           |
| Vanuatu                             | 1                | 1           | none                | 1           |

*Source:* Submissions by Parties

n.a. indicates data not included in submissions

**Table 5. Information technology needs: Internet access**

| <b>INFORMATION TECHNOLOGY NEEDS/ INTERNET ACCESS</b> |                                     |                                              |
|------------------------------------------------------|-------------------------------------|----------------------------------------------|
| <b>COUNTRY</b>                                       | <b>INTERNET COSTS</b>               |                                              |
|                                                      | <b>Set-up cost<br/>(US dollars)</b> | <b>Average monthly cost<br/>(US dollars)</b> |
| Angola                                               | 620                                 | 420                                          |
| Benin                                                | 350                                 | 100                                          |
| Bhutan                                               | 2,000                               | 200                                          |
| Burkina Faso                                         | 50                                  | 40                                           |
| Burundi                                              | 65                                  | 150                                          |
| Cambodia                                             | 100                                 | 60                                           |
| Central African Republic                             | 115                                 | 1,073                                        |
| Comoros                                              | 50                                  | 100                                          |
| Democratic Republic of the Congo                     | 700                                 | 400                                          |
| Djibouti                                             | n.a.                                | 85                                           |
| Eritrea                                              | 200                                 | 500                                          |
| Ethiopia                                             | n.a.                                | 500                                          |
| Gambia                                               | 80                                  | 200                                          |
| Haiti                                                | 200                                 | 50                                           |
| Kiribati                                             | 100                                 | 400                                          |
| Lao People's Democratic Republic                     | 350                                 | 50                                           |
| Madagascar                                           | 20                                  | 80                                           |
| Mali                                                 | 40                                  | 25                                           |
| Mauritania                                           | n.a.                                | n.a.                                         |
| Mozambique                                           | 250                                 | 80                                           |
| Myanmar                                              | 700                                 | 65                                           |
| Niger                                                | 4                                   | 200                                          |
| Samoa                                                | 100                                 | 100                                          |
| Sao Tome and Principe                                | 250                                 | 50                                           |
| Tuvalu                                               | 56                                  | 150                                          |
| Uganda                                               | 4,000                               | 250                                          |
| United Republic of Tanzania                          | n.a.                                | 75                                           |
| Yemen                                                | 1,500                               | 200                                          |
| Vanuatu                                              | 1,000                               | 500                                          |

Source: Submissions by Parties

n.a. indicates data not included in submission

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